



UNITED STATES MARINE CORPS

U.S. MARINE CORPS AIR STATION

YUMA, ARIZONA 85369-5000

StaO 7220.9D

3FC

23 Dec 91

STATION ORDER 7220.9D

From: Commanding Officer  
To: Distribution List

Subj: PAY DISCREPANCY PROCEDURES AND DISBURSING OPERATING HOURS

1. Purpose. To advise all units aboard MCAS Yuma of the procedures for resolving military pay discrepancies and to establish customer service hours for the Disbursing Office.

2. Cancellation. StaO 7220.9C.

3. Background. The Automated Pay System (APSM) requires that all reported discrepancies be corrected expeditiously. All pay problems are of concern to commanding officers and disbursing officers and must receive prompt attention.

4. Action

a. Pay Discrepancies. All Marines with suspected pay discrepancies will report them to their unit administrative officer for resolution. The unit administrative officer will notify the Disbursing Officer of any discrepancy requiring disbursing input.

b. Emergencies. Marines departing MCAS Yuma on approved emergency leave after normal working hours can be paid to date. The unit duty officer will notify the Station Officer of the Day at extension 2252/3 who will contact the Duty Disbursing Officer for initiation of payment to the individual.

c. The Disbursing Office will operate per the following schedule Monday through Friday:

(1) Morning Hours: 0730 - 1130

(2) Afternoon Hours: 1300 - 1530

5. Concurrence. The Commanding Officers of MAG-13, 2d LAAM Bn, CSSD-16, MWSS-371, MAWTS-1, VMFT-401, MWWU-PAC and MACS-7 concur in and make this Directive applicable to their commands located at MCAS Yuma.

C. T. DUNSTAN

By direction

DISTRIBUTION: B